

All Post Offices

ZIP Code Numbers Required on Official Government Mail

A memorandum dated June 18, 1965, for the Heads of Executive Departments and Agencies of the Federal Government from the President of the United States, published in the Federal Register of June 30, 1965, requires that all these establishments take the lead in adopting the ZIP Code system including the presorting of large quantity mailings.

Part 137, Postal Manual, is being amended to require, effective November 1, 1965, that addresses prepared by typewriting or handwriting on official agency mail must include ZIP Code numbers. The amendments will also require, effective January 1, 1967, that ZIP Code numbers must be included in all addresses and that bulk mailings of 200 or more pieces of any kind of mail made during any one day to lists of addresses must be presorted by the agency in packages and sacks in the same manner that commercial mailers will be required, effective January 1, 1967, to presort their mailings of 2nd class and controlled circulation publications and 3rd class bulk mailings.

It is being suggested to the heads of the agencies that local postmasters be consulted by their field offices for detailed information about the ZIP Code system and the services available at local post offices to have mailing lists ZIP Coded. Agencies will obtain copies of the National ZIP Code Directory from the Government Printing Office.

~~INVOICES AND CORRESPONDENCE TO BE MAILED BY THE AGENCY TO THE POST OFFICE~~

When requested to do so, postmasters should send post office representatives to instruct agency personnel as to the proper method of packaging and sacking bulk mailings by ZIP Code. Cooperation between the local post office and the agency is essential to a complete transition to the ZIP Code system on or before January 1, 1967.

These effective dates have been set to permit time for conversion where required. However, since the Executive memorandum places responsibility upon Federal agencies to provide an example for private mailers in the effective use of the ZIP Code system, each agency should make arrangements to follow the addressing and presorting regulations at the earliest practicable date. Bureau of Operations.